

Mackenzie County
PRIVATE EQUIPMENT REGISTRATION FORM
 Policy PW018 Schedule "A"

Owner/Company: _____

Contact Name(s): _____

Legal Land Location: _____

Address: _____ Phone: _____

City: _____ Cell: _____

Province: _____ Postal Code: _____ Fax: _____

Email: _____

Description of Power Unit	Make	Model	Year	Serial Number	Attachment Description

RATES WILL BE GOVERNED BY THE MACKENZIE COUNTY PURCHASING POLICY – 70% ALBERTA ROAD BUILDERS FOR NO COR/SECOR & 80% FOR THOSE WITH COR/SECOR

GST Number: _____ *COR/SECOR: _____

*Liability Insurance Coverage: _____ Expiry Date: _____

*Insurance Coverage \$: _____ Expiry Date: _____

*Mackenzie County Business License Number: _____

*Workers Compensation Number: _____ Expiry Date: _____

*Please provide copies of the above documents.

Signature: _____ Date: _____



Procedure

- 1) The use of hired equipment is a pre-qualification of vendors and will be used in instances and to the limits as outlines in the 'Hiring of Private Equipment" Policy.
- 2) Each year the County will advise once, in each of our local newspapers, and on the County website, calling for contactors to submit their Private Equipment list to the County and also to inform the public of our equipment hiring procedures. Contractors may notify in writing at any time if they want to add or delete equipment from the list, in accordance with this policy.
- 3) Companies or owners will be requires to provide proof of valid WCB coverage, appropriate insurance (\$2,000,000.00 minimum), valid safety inspection where applicable and any other information the County deems necessary, prior to start of work. The information will be reviewed prior to payment being made to ensure it remains valid.
- 4) Companies or owners will not be considered who are delinquently indebted to the County more than \$50 for taxes, utility accounts or any other accounts receivable; and/or are involved in any current litigation with the County.
- 5) Supervisory staff are authorized to hire equipment as long as it is within their allowable signing authority limit. Anything about their signing authority limit will need approval from the appropriate Director and/or CAO.
- 6) Supervisory staff may apply the following considerations when hiring equipment;
 - Past work history with the County along with the cooperative record of the contactor making equipment available to the County in times of need or difficult situations.
 - the experience of the operator, the suitability, productivity and condition of the equipment;
 - the location of the equipment in relation to the work site;
 - charge out rates/price

Each supervisor will report to their respective Directors on a regular basis regarding the hired equipment he had working. These reports (and other such financials) will be used by the respective Directors to access the degree of which work is being distributed and to direct supervisory staff on hiring equipment.

- 7) Supervisors are expected to provide justification for their choices when hiring, and to provide an accurate tracking of hours and costs of each project.